

CALL FORWARDING INSTRUCTIONS

On the main window of your Cisco phone select the:

1. "Forward all" button (You will hear two beeps)
2. Enter the 4 digit Ext if in the building. (Ex. 1234)
 - a. For local numbers type in 9 plus the 10 digit number (Ex. 9-305-XXX-XXXX)
 - b. For long distance type in 7+1 plus the 10 digit number Ex. 7-1-954-XXX-XXXX)
3. Your phone will display "Forward to XXXXXXXXXXXX"

"(Forwarded to XXXXXXXXXXXX) will be displayed on the upper left corner of the phone directly below or next to your extension."

4. Numbers for Broward, Monroe and Palm Beach County are not local.

To cancel Call Forward select the:

1. "Forward off" button (You will hear 1 beep)

"The (Forward number) will no longer be displayed and you can resume normal calls on your phone."